



Swanton Care & Community Limited Privacy Notice for Staff

Who We Are

Swanton Care & Community Limited (*'we' or 'us' or 'our'*) gather and process your personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and law. This notice provides you with the necessary information regarding your rights and obligations, and explains how, why and when we collect and process your personal data.

Swanton Care & Community Limited's registered office is at number three, Siskin Drive, Middlemarch Business Park, Coventry, CV3 4FJ and we are a company registered in England and Wales under company number 5789785. We are registered on the Information Commissioner's Office Register of Data Controllers under registration number ZA221748 and act as the data controller and data processor, with the designated Data Protection Officer/Appointed Person for the organisation is Marcus Taylor, and can be contacted at marcus.taylor@swantoncare.com or number three, Siskin Drive, Middlemarch Business Park, Coventry, CV3 4FJ.

Information That We Collect

Swanton Care & Community Limited processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our products and services. We will never collect any unnecessary personal data from you and do not process your information in any other way than already specified in this notice.

The personal data that we can collect from you is: -

Name, Date of Birth, Home Address, Personal Email, Business Email, Home Telephone Number, Work Telephone Number, Mobile Telephone Number, Bank Account Details, National Insurance Number, NHS Number, Passport Number, Nationality, Driver's License Number, Birth Certificate details, Secondary & Further Education details including loans, Next of Kin/Emergency contact details, Work-related training skills/courses. Employment history including employers and pay rates, Employment references and referees, Utility Bills, National Midwifery Council (NMC) Registration (if applicable), Details of professional body memberships, Details of any criminal records, Biometric Data, Special Category Data including health and medical information and gender

We collect information in the below ways: -

From recruitment agencies, Job application forms, Curriculum Vitae, Criminal Checking System, Birth Certificates, Driving License, Utility Bills [Confidentially Shredded on return of Criminal Checking Report], Medical Questionnaires

How We Use Your Personal Data

Swanton Care & Community Limited takes your privacy very seriously and will never disclose, share or sell your data without your consent, unless required to do so by law. We only retain your data for as long as is necessary and for the purposes specified in this notice. Where you have consented to us providing you with promotional offers and marketing, you are free to withdraw such consent at any time. ***The purposes and reasons for processing your personal data are detailed below: -***

- *We collect and process your personal data in the performance of a contract and to send relevant correspondence to your preferred address*
- *We collect and store your personal data as part of our legal obligation for business accounting, pay, pension and tax purposes*
- *We have a legal obligation to share your personal data with the Due Diligence Checking Limited (DDC) who are an agency that provides us with criminal background checks prior to you commencing employment with us*

Your Rights

You have the right to access any personal information that Swanton Care & Community Limited processes about you and to request information about: -

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to update/correct it as quickly as possible, unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing in accordance with the data protection law, as well as to object to any direct marketing from us and to be informed about any automated decision-making that we use.

If we receive a request for any of the above rights, we may ask you to verify your identity before acting on the relevant request; this is to ensure that your data is protected and kept secure.

Sharing and Disclosing Your Personal Information

We do not share or disclosure any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement. Swanton Care & Community Limited uses third-parties to provide the below services and business functions, however all processors acting on our behalf only process your data in accordance with instructions from us and comply fully with this privacy notice, the data protection laws and any other appropriate confidentiality and security measures.

PayAssist

We use PayAssist to process our payroll and they act in the capacity of a processor on our behalf. The information we supply to them is as follows and is to allow them to meet business requirements:

Name, Job Title, Gender, Marital Status, Home Address, National Insurance number, Passport Number, Date of birth, Email Address, Bank or Building Society account details, Details of court orders, Attachment of Earnings Orders (AEOs)

Due Diligence Checking Limited (DDC)

We use DDC to provide us with criminal background checks prior to you commencing employment with us. We disclose the following information to them:

Name, Email address

Safeguarding Measures

Swanton Care & Community Limited takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place, including: -

Secure Cisco Meraki network, Strong Encryption, Complex passwords, Role-based access control, Locked rooms and filing cabinets

Consequences of Not Providing Your Data (if applicable, see Article 13(2)e)

You are not obligated to provide your personal information to Swanton Care & Community Limited, however, as this information is required for us to provide you with employment, services and fulfil our contract, we will not be able to offer prospective employees a position in Swanton, or some/all of our products or services without it.

How Long We Keep Your Data

Swanton Care & Community Limited only retains personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. We are required under UK tax law to keep your basic personal data (*name, address, contact details*) for a minimum of 6 years after employment ceases after which time it will be destroyed

Where you have consented to us using your details for direct marketing and company benefits, we will keep such data until you notify us otherwise and withdraw your consent.

Special Categories Data

Owing to the products, services or treatments that we offer, Swanton Care & Community Limited sometimes needs to request sensitive personal information from you, for example, Payroll purposes. Where we collect sensitive personal data, we will only request the information required for the specified purpose and always ask for your explicit consent through a signature. You can modify or remove consent at any time, which we will act on immediately, unless there is a legitimate interest or legal reason for not doing so.

If you consent to us collecting and using your special category data for the purposes stated above, please sign below and print your name: -

Signature _____

Print Name: _____

Promotions & Offers (if applicable)

Occasionally, Swanton Care & Community Limited would like to contact you with details of the offers, services and newsletters that we provide. If you consent to us using your contact details for these purposes, you have the right to modify or withdraw your consent at any time by using the opt-out/subscribe options or by contacting Swanton Care & Community Limited directly.

If you consent to us contacting you with the above-mentioned information, please tick to say how you would like us to contact you: -

Post Email Telephone Text message

Lodging A Complaint

Swanton Care & Community Limited only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with the supervisory authority the CQC.

Swanton Care & Community Limited
Number three
Siskin Drive
Middlemarch Business Park
Coventry
CV3 4FJ
Tel: 0247 518 7450
marcus.taylor@swantoncare.com

CQC National Customer Service Centre
Citygate
Gallowgate
Newcastle upon Tyne
NE1 4PA
Telephone: 03000 616161
Fax: 03000 616171

To lodge complaint online:

<https://www.cqc.org.uk/contact-us/general-enquiries/contact-us-using-our-online-form>